

DCR
Mail Stop 60185

April 8, 2005

Memorandum

To: Region 6 Managers and Supervisors

From: Chief, Office of Diversity and Civil Rights /s/ Jolene K. Cervantes

Subject: Mandatory Equal Employment Opportunity Training for Managers and Supervisors

The requirement for managers and supervisors to complete four hours of Equal Employment Opportunity (EEO) training continues for Fiscal Year 2005. The requirement is based on a Department of the Interior memorandum, dated August 12, 1997. To meet this requirement training should include: topics of valuing and managing diversity; affirmative employment; reasonable accommodation for persons with disabilities; understanding EEO regulations on discrimination and affirmative employment; prevention of sexual harassment and hostile work environment; alternative dispute resolution; and the Notification and Federal Employee Antidiscrimination and Retaliation (No FEAR) Act of 2002.

The Diversity and Civil Rights (DCR) office will be presenting a training course that meets this requirement. The schedule is as follows:

- **Tuesday, June 7, 2005 - D.C. Booth National Fish Hatchery**
Address: 423 Hatchery Circle, Spearfish, South Dakota
Time: 10:00 am to 3:00 pm
- **Thursday, June 9, 2005 - Comfort Inn Hotel, Bismarck, North Dakota**
Address: 1030 East Interstate Avenue, Conference Room, Bismarck, North Dakota
Time: 10:00 am to 3:00 pm
If you plan on staying overnight at the hotel, the room rate is \$45.00 per night, a block of rooms is being held for U.S. Fish and Wildlife Service employees until May 25, 2005, to make a reservation please call 701/223-1911.
- **Tuesday, July 26, 2005 - Flint Hills National Wildlife Refuge**
Address: 530 West Maple, Hartford, Kansas
Time: 10:00 am to 3:00 pm

- **Thursday, July 28, 2005 - Boyer Chute National Wildlife Refuge**
Address: 370 Rivers Way, Fort Calhoun, Nebraska
Time: 10:00 am to 3:00 pm
- **Wednesday, September 7, 2005 - Holiday Inn Hotel, Grand Junction, Colorado**
Address: 755 Horizon Drive, Conference Room
Time: 10:00 am to 3:00 pm
If you plan on staying overnight at the hotel, the room rate is \$66.00 per night, to make a reservation please call 970/254-3140.

Video tapes and CD-ROMs are available from the DCR office. The training materials are listed on our web site at <http://mountain-prairie.fws.gov/dcr/> under the "EEO Training" folder. Also, training may be obtained from the National Conversation Training Center (NCTC) web site at <http://training.fws.gov/led/eeodiversity/index.htm>. This web site was created by the Washington Office Branch of Diversity and Civil Rights, in conjunction with NCTC, to help assist supervisors and managers in meeting the mandatory requirements for EEO training. Other sources could be obtained at local colleges or universities, community events, local Federal Executive Boards, and other appropriate sources.

Managers and supervisors must submit the "Certification of Completion for EEO Training" form to the DCR office by **September 16, 2005**. The form is attached and is available on the Region 6, DCR web site.

Christy Bates, Equal Employment Specialist, will remain the point of contact for scheduling for each training session, requests for special accommodations at any of the above training sites, or obtaining training material from our office. She can be reached at 303/236-4459.

If you have any comments or suggestions, please contact me at 303/236-4458.

Attachment

cc (w/Attachment):

Special Agent in Charge, Law Enforcement, Region 9
Chief, Division of Engineering, Region 9
Chief, Division of Financial Management, Region 9
Chief, Division of Information Technology Management, Region 9
Chief, Aquatic Animal Drug Approval Partnership, Region